

Digital Passport Session



**Skills
Centre**

ACCESS+
FURTHER
EDUCATION
SUPPORTS
UCC



Digital Passport Workshop Schedule

TIME	ACTIVITY
9:00-9:15	Introductions
9:15-11:15	
11:15-11:30	
11:30-1:00	
1:00-1:30	
1:30-2:15	
2.15-3:15	

Today's topic: Emails & Communication



Session Overview



Today:

- Learn more about communication via email
- Understand tone in online communication
- Learn more about your Umail account and its features



Working together via Email

- DO NOT INCLUDE A COVER PAGE ON YOUR NEXT PAPER!!!
- **DO NOT INCLUDE** a cover page on your NEXT paper!
- Do not include a cover page on your next paper!!!
- Do not include a cover page on your next paper 😊
- Do not include a cover page on your next paper.
- Remember, do not include a cover page on your next paper.
- Remember, do not include a cover page on your next paper 😊





Scaffolds of a Successful Email



- Make good use of subject lines
- Keep messages clear and brief
- Be polite
- Check your tone
- Proofread

**Make good
use of subject
lines!**

Bad example

- Subject: Assignment

Good Example

- Subject: SS1004 Sociology
Assignment



Proofread Your Emails!



Check



Check for grammatical errors

Ensure



Ensure you have answered all points

Read



Read the email aloud to ensure the information can only be interpreted one way!

Your UMAIL

- How do I access my Umail/Gmail?
- How can you access your student Umail account?
- What emails can I expect to receive in my Umail?

The screenshot shows the UCC Student IT Services portal. At the top left is the UCC logo (University College Cork, Ireland) and the text 'Student IT Services'. To the right of the logo are navigation links: 'COVID-19' (highlighted in orange), 'COURSES', 'MY UCC', and 'SEARCH'. A 'MENU' button is in the top right corner. The main content area is divided into two rows of service icons. The first row includes: 'New to Student IT?' (computer icon), 'Online Services' (cloud icon), 'On Campus Services' (classroom icon), 'Print Copy Scan' (printer icon), 'Self Service Password Reset' (lock icon), and 'MFA & Security' (shield icon). The second row includes: 'Umail and G-Suite' (envelope icon, highlighted with a red arrow), 'Canvas' (globe icon), 'MyStudentAdmin' (graduation cap icon), 'Library' (bookshelves icon), 'Training & Learning' (group of people icon), and 'Student IT Support' (person with headset icon).



Features of Umail

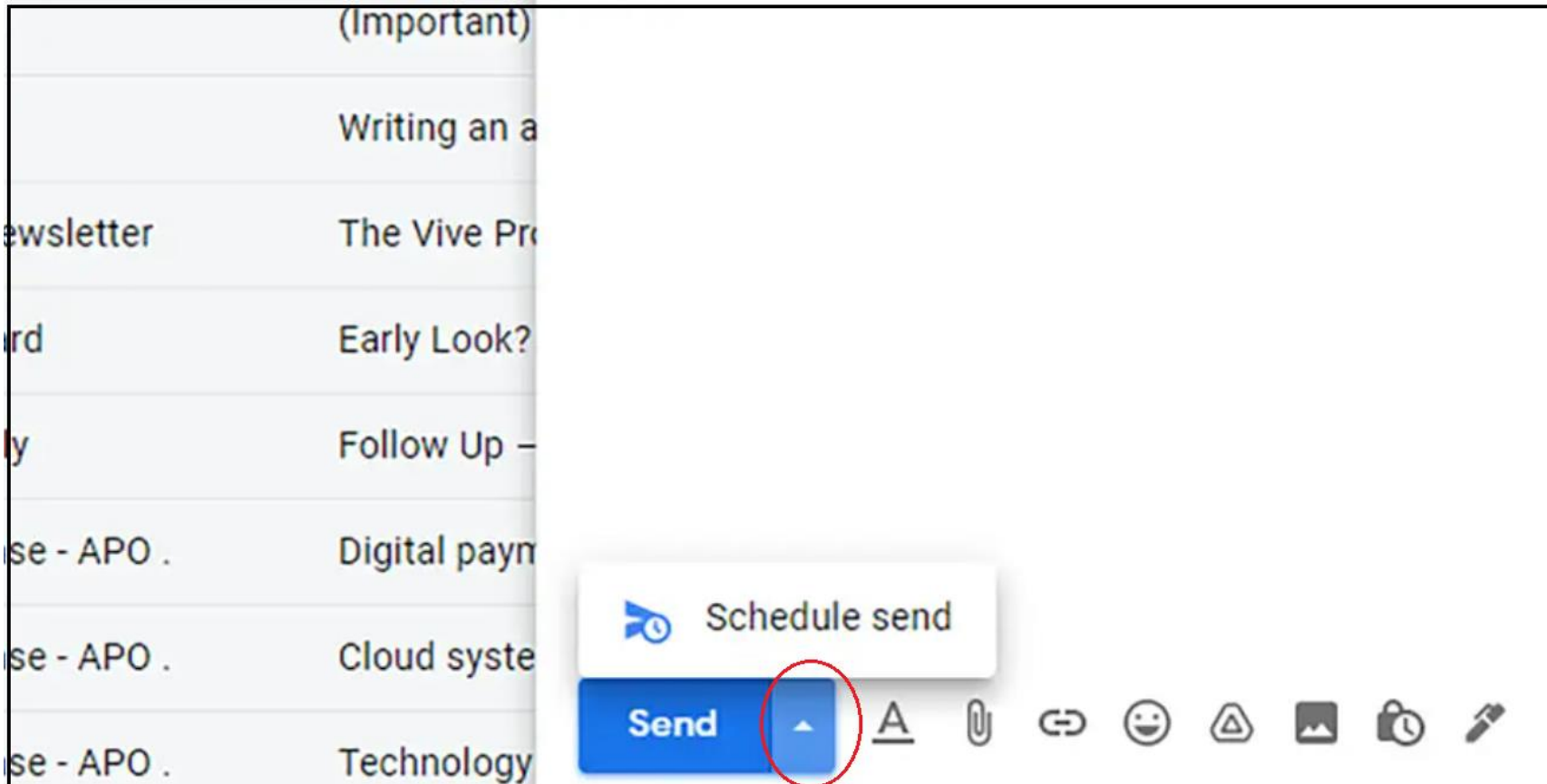
Useful tricks and tips for Umail:

- Schedule email
- Smart compose
- Get notifications for certain emails
- Adding attachments straight to Drive
- Organise inbox by categories
- Recall emails
- Link to calendar





Scheduling Emails





“Smart Compose”

Settings

[General](#)

[Labels](#)

[Inbox](#)

[Accounts](#)

[Filters and Blocked Addresses](#)

[POP/IMAP Downr](#)

Smart Compose:

(predictive writing suggestions appear as you compose an email)

Writing suggestions on

Writing suggestions off

[Feedback on Smart Compose suggestions](#)

Smart Compose personalization:

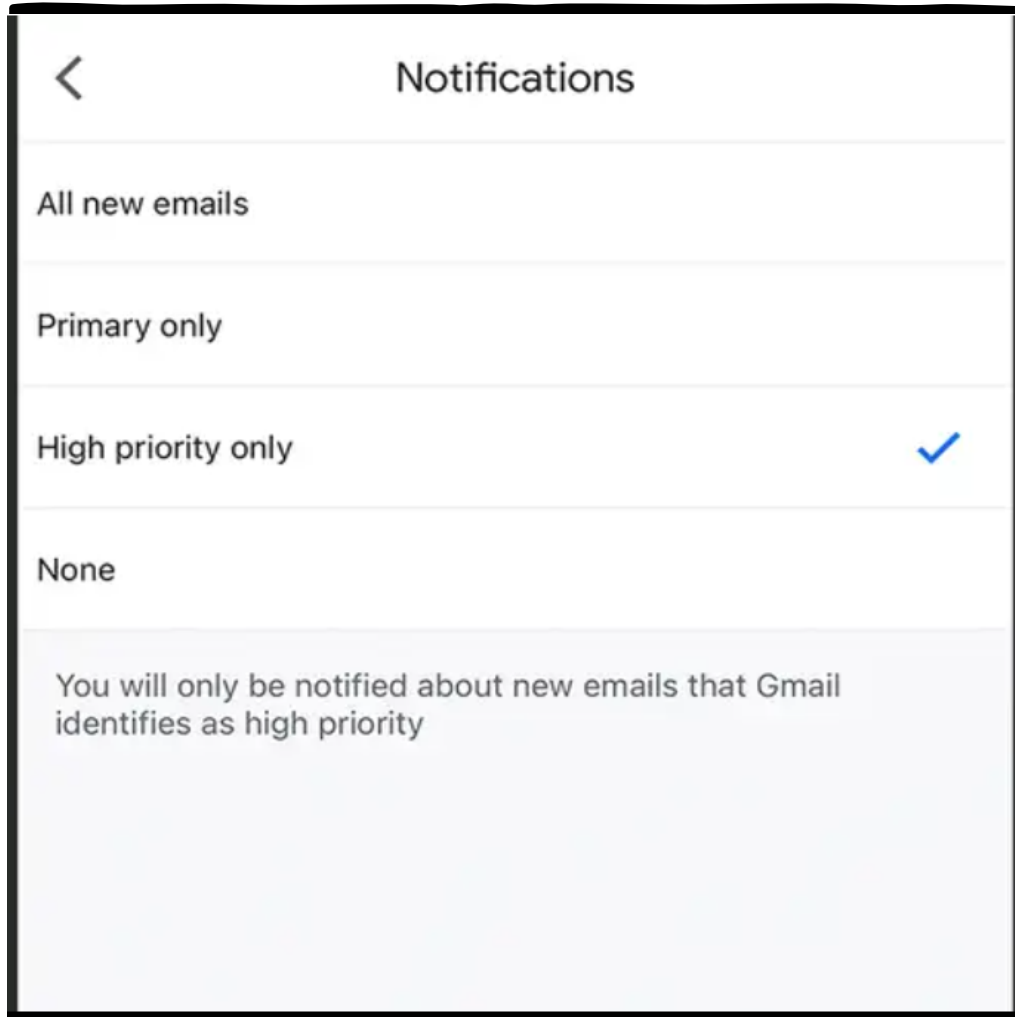
(Smart Compose is personalized to your writing style)

Personalization on

Personalization off



Email Notifications



- Ensure you never miss a department / lecturer / tutor email again!
- UMAIL can fill up quite quickly so this ensures you can be alerted on your phone app and laptop (while it is open) on time



Using Google Drive

2 Attachments

W Smallpdf announces hybrid post-Covid working model .docx
14 KB

Download Share Edit

Add to Drive

- Working online avoids a lot of (unnecessary) printing
- The library has many online texts and resources (often shared by lecturers or classmates via email)
- No need to download/print these, add them straight to your Google Drive
- You will have access to your Umail account after you graduate from UCC!



Organizing Your Inbox

- Categories are particularly useful for organizing emails
- Just click, hold, and drag the relevant email into the appropriate folder.
- To set one up, click on the three dots beside your inbox and select 'New Label' and the window (image) will appear
- Here are some ideas for inbox labels:
 - [Department/Lecturer Emails](#)
 - [Suggested Reading](#)
 - [Assignments](#)
 - [Society Events](#)
 - [AOB](#)

New label

Please enter a new label name:

Nest label under:

Cancel **Create**



Recall Sent Emails

Settings

[General](#) [Labels](#) [Inbox](#) [Accounts](#) [Filters and Blocked Addresses](#) [POP/IMAP Download](#)

Undo Send: Send cancellation period: 5 seconds

Default reply behavior: [Learn more](#)

- Reply
- Reply all

Hover actions:

- Enable hover actions - you gain access to archive, de
- Disable hover actions

Send and Archive: [Learn more](#)

- Show "Send & Archive" button in reply
- Hide "Send & Archive" button in reply

Google Calendar

- Provides overview of your calendar while writing an email
- Useful when replying to emails about potential meetings or projects
- Shows dates when you are busy
- Add appointments to your calendar as you go!

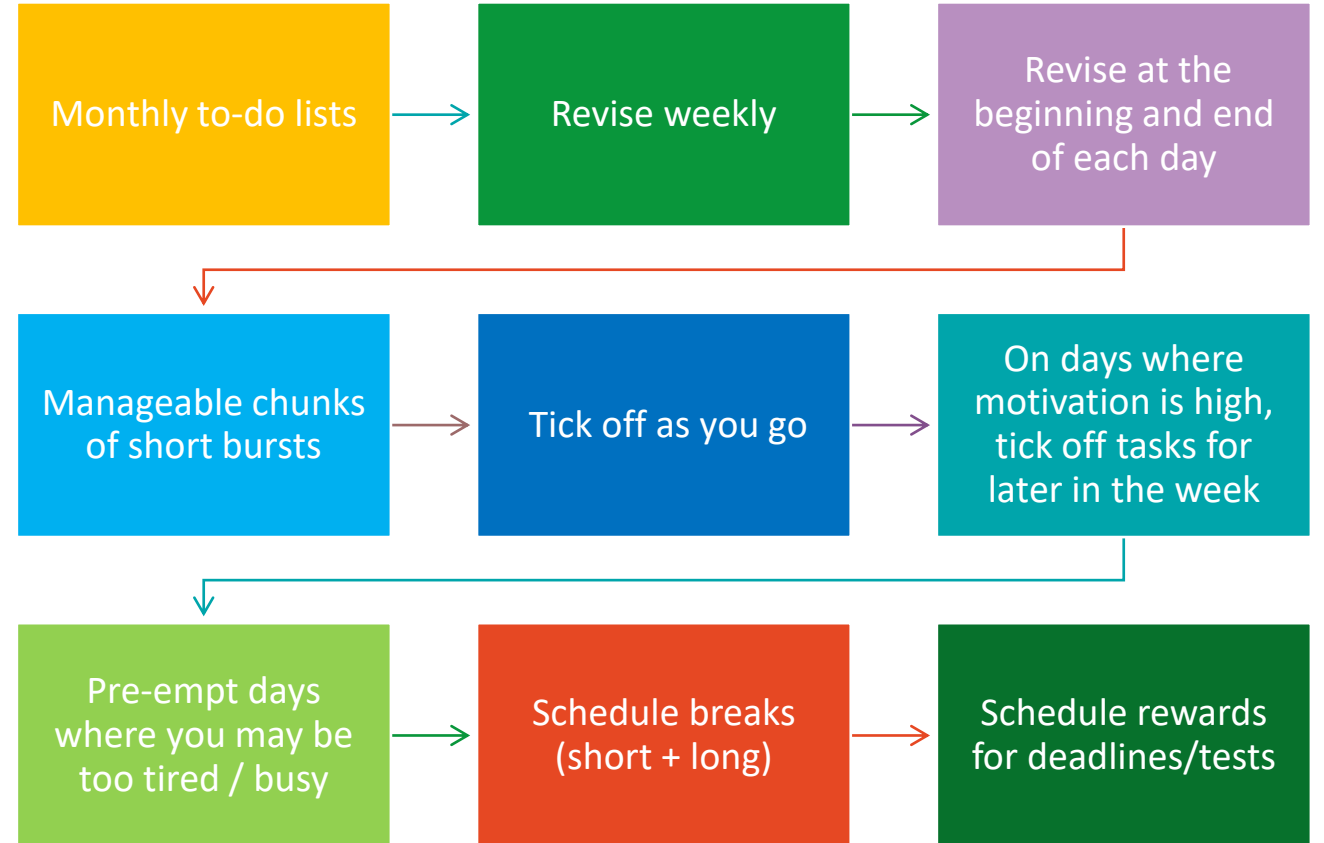
The screenshot displays the Google Calendar interface. On the left, a weekly overview shows dates from Aug 3 to Aug 9. The main area shows a detailed view for 'Today' (Aug 31) in GMT+01. The calendar shows several appointments:

- Chapter Edits** (Blue bar): 8:30 – 10:30am
- Meeting with MR** (Red bar): 11am – 12pm
- Skills Centre Admin** (Orange bar): 1 – 2pm
- Dinner at Brick Lane** (Green bar): 6 PM

The interface includes navigation icons (back, forward, today), a search icon, and a plus sign for adding new events.



Making the Most of Your Google Calendar





Any Questions?



Contact the Skills Centre for a Presentation Practice or if you need other help with your academic communication!

Email: skillscentre@ucc.ie

